

4.4 IMPLEMENTATION AND OPERATION

4.4.6 OPERATIONAL CONTROL

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.4.6 The organization shall...

Conforms (Y/N)

...identify those operations and activities that are associated with the identified significant environmental aspects in line with its policy, as well as objectives and targets;	
...plan these activities, including maintenance, in order to ensure that they are carried out under specified conditions by:	
<ul style="list-style-type: none">• establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets;	
<ul style="list-style-type: none">• stipulating operating criteria in the procedures	
<ul style="list-style-type: none">• establishing and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the organization and communicating relevant procedures and requirements to suppliers and contractors.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.4.6 Operational Control:	Supplemental Questions by Function
-----------------------------------	---

<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	Which operations or activities are associated with the identified significant aspects? (see list of significant aspects)	
b.	Are there standard operating procedures in place for the operations that have identified significant aspects?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	Does the Division have documented procedures for performing activities that have identified significant aspects?	
b.	How were those procedures developed?	
c.	How does the Division determine what controls are appropriate?	
d.	Have procedures been established for communicating your environmental goals to suppliers and contractors?	
e.	Who has the responsibility for relating environmental goals to suppliers and contractors? Where is this documented?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	Are there any activities within your section that have been identified as having significant aspects?	
b.	Have standard operating procedures been developed for the activities surrounding these aspects? May I see them?	
c.	How do you plan to mitigate these aspects?	

4.4.6 Operational Control: Supplemental Questions by Function (cont.)		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	In the job you do everyday, what procedures or work instructions ensure that your operations are carried out under planned conditions?	
b.	What are the most significant environmental impacts that come from doing your job?	

NOTES:

<p>DOCUMENTS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Operating procedures for activities where their absence could lead to deviations from the environmental policy and objectives and targets.</u> Check these procedures to be sure they contain operating criteria, where appropriate. <input type="checkbox"/> <u>Procedures related to the significant aspects</u> of the goods and services used by the organization. <input type="checkbox"/> <u>Maintenance procedures/plans.</u> <input type="checkbox"/> Procedures related to communicating pertinent procedures to suppliers and contractors. <input type="checkbox"/> List of suppliers and contractors. <input type="checkbox"/> Evidence that pertinent operational control procedures or other requirements were communicated to suppliers and contractors. <input type="checkbox"/> <i>Records:</i> maintenance records, log books, inspection forms, contracts with environmental performance criteria and requirements.
--

EMS LINKS:

- Policy
- Environmental Aspects
- Objectives and Targets
- Training, Awareness, and Competence
- Monitoring and Measurement